



## Internal Quality Assurance Cell

### Mathabhanga College

P.O.- MATHABHANGA, DIST.- COOCHBEHAR, FAX- (03583) 256340(0)

PHONE- (03583)255282(0), PIN- 736146,

Email- [iqac.mtbc@gmail.com](mailto:iqac.mtbc@gmail.com)

Website: [www.mtbcollge.ac.in](http://www.mtbcollge.ac.in)

Memo No. \_\_\_\_\_

Date: \_\_\_\_\_

Meeting no. 1/2023-24

### Notice (12.08.2023)

This is for information that a meeting of IQAC, Mathabhanga college, will be held on 18.08.2023 at 1.30.p.m in the principal's chamber to discuss and resolve the following agenda.

All members are requested to attend the meeting.

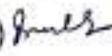
#### Agenda;

- 1) To review and confirm the proceedings of the last meeting.
- 2) To chalk out the plan of action for the academic year 2023-24
- 3) To discuss about introduction of ERP.
- 4) To discuss about a orientation program on NEP.
- 5) Miscellaneous.

  
Aparna Biswas  
Coordinator, IQAC  
Mathabhanga College

#### Members

1. Dr. Debasish Dutta (Principal) 

3. Prof. Aparna Biswas (Coordinator, IQAC) 

5. Dr. Manoj Majumder 

7. Dr. Santanu Raut

9. Prof. Priyanka Chettri

11. Sri Prabir Sarkar

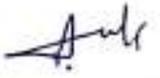
2. Dr. Gurucharan Das 

4. Prof. Rebati Mohan Roy 

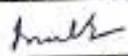
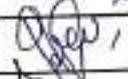
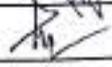
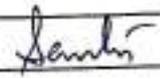
6. Dr. Fulchan Barman 

8. Dr. Santanu Chakraborty 

10. Prof. Biswajit Barman

12. Sri Animesh pal 

Members present in the IQAC meeting on 18.08.2023 at 1.30 pm in the IQAC room.

	Name	Signature
1	Dr. Debasish Datta (Principal)	
2	Dr. Gurucharan Das	
3	Prof. Aparna Biswas (Coordinator, IQAC)	
4	Prof Rebati Mohan Roy	
5	Dr. Manoj Majumder	
6	Dr. Fulchan Barman	
7	Dr. Santanu Raut	
8	Dr. Santanu Chakraborty	
9	Prof. Priyanka Chetri	
10	Prof. Biswajit Barman	
11	Sri Prabir Sarkar	
12	Sri Animesh pal	

## Resolution

In the meeting of IQAC of Mathabhanga College held on 18.08.2023 at 1.30 pm in the Principal's chamber the following resolutions are taken unanimously.

### Agenda-1

Proceedings of the meeting held on 08.06.2023 is read out and confirmed.

### Agenda-2

The plan of action for the academic year 2023-24 is framed as follows;

- i) To prepare the academic calendar for the academic year 2023-24.
- ii) To encourage departments to organize seminars, Special lectures, conferences and workshops and Add-on courses for the benefit of the students.
- iii) To encourage all the teachers to participate FDPs, seminars, workshops etc and to publish their research work in reputed/care-listed journals for their academic development.
- iv) To work for the promotion of the teaching staff under CAS in the right time.
- v) To improve the laboratory facility of the different departments (Physics, Chemistry, Mathematics and Geography) to meet the need of a new syllabus.
- vi) To purchase more books in the library according to the needs of different departments.
- vii) To expand the CCTV Surveillance area.
- viii) To work towards complete digitisation of the library.
- ix) To develop fire extinguishing system in the college.
- x) To encourage anti-ragging cell, ICC, and Grievance redressal cell to be more active for the awareness of the students regarding the activities of the cell and their own rights.
- xi) To encourage the alumni association to be more active for the all round development of the institution.
- xii) To introduce E-governance for the internal assessment.
- xiii) To provide coaching classes to the students for competitive examinations.
- xiv) To organize programs on professional ethics, NEP (2020), IPR, Mental health, Yoga, Stress relief etc.
- xv) To organise a felicitation program to encourage students and teachers for their better performances in their respective fields.
- xvi) To monitor internal assesment process.
- xvii) To take action for the preparation of the financial budget for the current financial year.
- xviii) To take action for academic audit for the current academic year.
- xix) To take action for green audit.
- xx) To Take action for gender audit.
- xxi) To take action for Academic and Administrative Audit.
- xxii) To introduce a dress code (uniform) for the students of the college.
- xxiii) To introduce carrier-oriented add-on course that will help the students for employment .

- xxiv) To encourage all the Clubs( Quiz Club, Cultural Club etc.) NCC,NSS unit of the college to function properly.
- xxv) To apply for NIRF ranking.
- xxvi) Feedback collection from all stakeholders and preparation of Action taken report.
- xxvii) Extension of wi-fi facility.
- xxviii) To purchase more computer to provide more computers in the computer lab for the use of students and also to the departments to meet their needs.

#### Agenda-3

The co-coordinator, IQAC reported that IQAC had proposed to introduce ERP during last academic session but it is not implemented till now. Then the house requests the chair to take immediate action for the introduction of ERP.

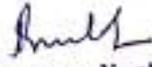
#### Agenda-4

It is resolved that a workshop on New Education Policy (2020) will be organized by the IQAC within a short time. It is also resolved that IC, CBPBU will be invited as resource persons in the workshop.

#### Agenda-5

- i) It is resolved that the academic audit committee will be requested to collect monthly academic reports from all the departments for preparation of the academic audit.
- ii) It is resolved that IQAC will organize a meeting with the alumni association shortly to boost up the activity of the association.
- As no issues have been raised, the meeting ends with a vote of thanks to the chair.

Principal  
Mathabhanga College  
Mathabhanga, Cooch-Behar  
West Bengal-736146

  
Coordinator  
IQAC  
Mathabhanga College



# Internal Quality Assurance Cell

## Mathabhang College

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Email- iqac.mtbc@gmail.com

Website: [www.mtbccollege.ac.in](http://www.mtbccollege.ac.in)

Memo No. \_\_\_\_\_

Date: \_\_\_\_\_

Meeting no. 2/2023-24

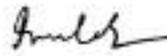
### Notice (12.12.2023)

This is for information that a meeting of IQAC, Mathabhang college, will be held on 15.12.2023 at 1.15 pm in the principal's chamber to discuss and resolve the following agenda.

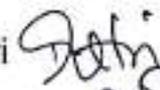
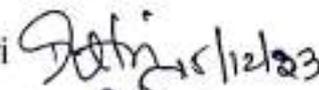
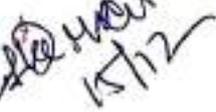
All members are requested to attend the meeting.

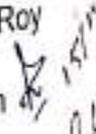
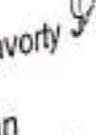
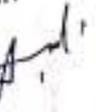
#### Agenda;

- 1) To review and confirm the proceedings of the last meeting.
- 2) Preparation for the NAAC Peer team visit .
- 3) Miscellaneous.

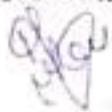
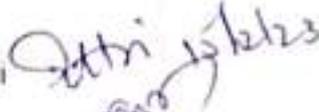
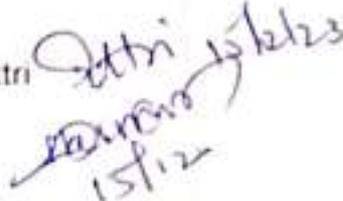
  
12.12.2023  
Aparna Biswas  
Coordinator, IQAC  
Mathabhang College  
 Coordinator  
IQAC  
Mathabhang College

#### Members

1. Dr. Debasish Datta (Principal) 
3. Prof. Aparna Biswas (Coordinator, IQAC) 
5. Dr. Manoj Majumder 
7. Dr. Santanu Raut 
9. Prof. Priyanka Chettri 
11. Sri Prabir Sarkar 

2. Dr. Gurucharan Das
4. Prof. Rebati Mohan Roy
6. Dr. Fulchan Barman 
8. Dr. Santanu Chakravorty 
10. Prof. Biswajit Barman
12. Sri Animesh pal 

Members present in the meeting of IQAC, Mathabhanga College held on 15.12.2023 at 1.15 pm in the Principal's Chamber

- |  |   |                            |
|--|---|----------------------------|
| 1. Dr. Debasish Datta (Principal)          |  | 2. Dr. Gurucharan Das      |
| 3. Prof. Aparna Biswas (Coordinator, IQAC) |   | 4. Prof. Rebati Mohan Roy  |
| 5. Dr. Manoj Majumder                      |  | 6. Dr. Fulchan Barman      |
| 7. Dr. Santanu Raut                        |   | 8. Dr. Santanu Chakravorty |
| 9. Prof. Priyanka Chettri                  |  | 10. Prof. Biswajit Barman  |
| 11. Sri Prabir Sarkar                      |  | 12. Sri Animesh pal        |

## Resolution

In the meeting of IQAC of Mathabhanga College held on 15.12.2023 at 1.15 pm in the Principal's chamber the following resolutions are taken unanimously.

### Agenda-1

Proceedings of the meeting held on 18.08.2023 is read out and confirmed.

### Agenda 2

All members expressed that to meet the NAAC peer team visit there is a need of some preparation. Members unanimously resolve that the following action will be taken;-

- i) All departmental heads will be requested to prepare a PowerPoint presentation reflecting the status and activities of the department. They will also be requested to organize the documents of departmental activities systematically so that they can produce any documents on demand of the NAAC peer team.
- ii) Covering all information about the college a PowerPoint presentation will be prepared for presentation by the principal of the college during NAAC peer team visit.
- iii) IQAC will prepare all the papers in a systematic manner. Criteriawise file will be maintained.
- iv) Prof Ranjit Saibya, ANO, NCC is requested to prepare the NCC team to welcome the NAAC peer team.
- v) Prof Sekhar Sarkar, Secretary of the cultural club, is requested to prepare the students for a cultural program for one hour during NAAC peer team visit.
- vi) Sri Animesh Paul, Accountant of the college is requested to organize all the papers systematically so that he can make available any paper easily on demand of the NAAC peer team.
- vii) IQAC recommends to prepare a map of the college campus.
- viii) Teachers will be requested to communicate with the parents to ensure their presence during NAAC peer team visit.
- ix) Action will be taken to communicate with alumni of the college to ensure their presence during NAAC peer team visit.
- x) NAAC committee is requested to form different teams (viz welcome team, accomodating team, record keeping team etc) for better management during NAAC peer team visit.
- xi) The Principal of the college is requested to take necessary action to keep the college campus neat and clean.

### Agenda 3

The principal of the college give a proposal that we can take necessary action for signing a MOU with the Nature club, Nandini Foundation, to provide students a scope for a better understanding the nature .

As no other issue has been raised the meeting ends with a vote of thanks to the chair.

Agenda-3

Co coordinator, IQAC reported that IQAC had proposed to introduce ERP during last academic session but it is not implemented till now .Then the house requests the chair to take immediate action for the introduction of ERP.

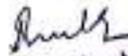
Agenda-4

It is resolved that a workshop on New Education Policy (2020) will be organized by the IQAC with in a short time. It is also resolved that IC, CBPBU will be invited as resource person in the workshop .

Agenda-5

- i) It is resolved that the academic audit committee will be requested to collect monthly academic report from all the departments for preparation of academic audit.
  - ii) It is resolved that IQAC will organize a meeting with the alumni association shortly to boost up the activity of the association.
- As no issues has been raised ,the meeting ends with vote of thanks to the chair.

Principal  
Mathabhanga College  
Mathabhanga, Cooch-Bihar  
West Bengal-736146

  
Coordinator  
IQAC  
Mathabhanga College



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Memo No. \_\_\_\_\_

Date: \_\_\_\_\_

**NOTICE (25.01.2024)**

This is for information that a meeting of IQAC with the members of alumni association will be held on 29<sup>th</sup> June 2024 at 2.30 pm in room no. B-7 to discuss regarding upcoming visit of NAAC Pear Team .

All members of IQAC and the members of alumni association are requested to be present in the meeting .

Aparna Biswas

Co Ordinator ,IQAC

Mathabhanga College

Coordinator  
IQAC  
Mathabhanga College

Members present in the meeting of IQAC with Alumni Association on 29<sup>th</sup> January, 2024 at 2 P.M

Sl No.	Name	Signature
1.	Moni Chandra Barman	M. Chandra 29/01/24
2.	Bhabani Barman	B.B 29.01.24
3.	Bhuvan Barman	(Barman, 29/01/24
4.	Dipali Barman	D 29/1/24
5.	Kalyan Roy	K 29/01/24
6.	PURNENDU SEKHAR GAI	P 29/1/24
7.	Subidam Nalla	Subidam
8.	Joy Barman	J 29/01/24
9.	Hitesh Roy	H 29/01/24
10.	Kahul Bala	K 29/01/24
11.	Subhas Barman	Subhas 29/01/2024
12.	Sourik Das	S 29.1.2024
13.	Anirban Sarkar	Anirban 29.01.24
14.	Samsul Dala Ahmed	S.D.Ahmed 29.01.24
15.	Rupam Nag	R 29/01/24
16.	Joydev Barman	J 29.01.24
17.	Hitesh Barman	H 29/01/24
18.	Madhab Barman	M 29.01.24
19.	Bijoy Barman	B 29.01.24
20.	Nutanu Begam	N 29/01/24
21.	Tapari Barman	T 29.01.24
22.	Bijoy Roy	B 29.01.24
23.	Suman Das	S 29.1.24
24.		Suman Das 29/1/24
25.	Soupari Roy Barman	S 29.1.2024
26.	Kamal Ch Barman	K 29/01/2024
27.	Ahmadul Haque	A 29/1/24
28.	Subhas Barman	S 29.01.24
29.	Suman Das	S 29/1/24
30.	Mojibur Roy	M 29.1.24
31.	Bijul Barman	B 29.01.24
32.	Joydev Barman	J 29.01.24
33.	Anikon Roy	A 29.01.24

